

[Voucher Examiner \(PSU\) \(T\)](#)

[Voucher Examiner \(PSU\)](#)

[Computer Management Assistant \(LAN\) \(T\)](#)

[Computer Management Assistant \(LAN\)](#)

[Administrative Associate](#)

[Security Coordinator \(T\)](#)

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[Warehouse Clerk \(T\)](#)

[Warehouse Clerk](#)

[Administrative Associate USAID \(T\)](#)

[Administrative Associate USAID](#)

FSN# 2012/04 (T)

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7 (Trainee)

OPENING DATE: December 2, 2011

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): US\$ 39,994 per annum (minimum starting salary)
(Position Grade: FP-7 to be confirmed by Washington)
- Ordinarily Resident (OR): Thai Baht 480,033 per annum (minimum starting salary)
(Position Grade: FSN-7)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its

Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Two years post secondary study at college or university (high vocational school or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered).

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: bkkrecruitment@state.gov

Fax: 02-205-4928

** Please do not attach a photo. If your photo is attached, your application will not be considered. **

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/04

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-8; FP-6

OPENING DATE: December 2, 2011

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): US\$ 44,737 per annum (minimum starting salary)
(Position Grade: FP-6 to be confirmed by Washington)
- Ordinarily Resident (OR): Thai Baht 574,907 per annum (minimum starting salary)
(Position Grade: FSN-8)

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors.

Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Two years post secondary study at college or university (high vocational school or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/06 (T)

Computer Management Assistant (LAN)

OPEN TO: All Interested Candidates

POSITION: Computer Management Assistant (LAN), FSN-8; FP-6 (Trainee)

OPENING DATE: February 17, 2012

CLOSING DATE: March 1, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-6
- Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant (LAN) at Citizenship and Immigration Service (CIS) office, located at Sindhorn Building, Bangkok, Thailand.

BASIC FUNCTION OF POSITION:

Responsible for keeping all computer equipment and applications working properly, manage LANs and provide operational support, assistance, administrative and technical support to all sub-offices running on the Windows XP environment throughout the Asia region, having a total of one District Office and six sub-offices with an average of 58 plus users.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) B.A. in Computer Science or B.A. in Information Technology;
- (2) At least two years of computer network administration, one year of which must be on English language systems and programs, and SharePoint experience;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must have knowledge of PC based software packages: Window XP, MS office 2010 products and knowledge of programs including database and publishing software;
- (5) Ability to plan work and work well under pressure and short deadlines.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: March 1, 2012

FSN# 2012/06

Computer Management Assistant (LAN)

OPEN TO: All Interested Candidates

POSITION: Computer Management Assistant (LAN), FSN-9; FP-5 (Step 1 through 4)

OPENING DATE: February 17, 2012

CLOSING DATE: March 1, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)
- Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant (LAN) at Citizenship and Immigration Service (CIS) office, located at Sindhorn Building, Bangkok, Thailand.

BASIC FUNCTION OF POSITION:

Responsible for keeping all computer equipment and applications working properly, manage LANs and provide operational support, assistance, administrative and technical support to all sub-offices running on the Windows XP environment throughout the Asia region, having a total of one District Office and six sub-offices with an average of 58 plus users.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) B.A. in Computer Science or B.A. in Information Technology;
- (2) At least three years of computer network administration, one year of which must be on English language systems and programs, and SharePoint experience;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must have knowledge of PC based software packages: Window EP, MS office 2010 products and knowledge of programs including database and publishing software;
- (5) Ability to plan work and work well under pressure and short deadlines.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: March 1, 2012

FSN# 2012/11

Administrative Associate

OPEN TO: All Interested Candidates

POSITION: Administrative Associate, FSN-6; FP-8

OPENING DATE: February 10, 2012

CLOSING DATE: February 23, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): US\$ 30,684 per annum (minimum starting salary)
(Position Grade: FP-8 to be confirmed by Washington)
- Ordinarily Resident (OR): Thai Baht 362,706 per annum (minimum starting salary)
(Position Grade: FSN-6)

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The position primarily provides administrative support to Post Support Unit and its personnel. Duties include retrieving incoming vouchers from PSU mailbox; maintaining voucher log and central files systems; monitoring mailbox to ensure all requests are appropriately responded in a timely fashion, performing T&A function for PSU Bangkok and other clerical tasks.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor of Arts, Business Administration, or related field;
- (2) Two years of professional experience in office management or administrative support;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Possess extensive knowledge of office management and administrative support procedures;
- (5) Must be familiar with Microsoft office software i.e. Word, Excel, PowerPoint.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: February 23, 2012

FSN# 2012/12 (T)
Security Coordinator

OPEN TO: All Interested Candidates

POSITION: Security Coordinator, FSN-6; FP-8 (Trainee)

OPENING DATE: February 10, 2012

CLOSING DATE: February 23, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-8
- Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Coordinator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Manage the day-to-day activities of the 120 positions Local Guard Forces located at the facilities nationwide. Directly responsible for managing and coordinating training, special events, and responding to emergencies that entails liaison with Royal Thai Police, U.S. Government agencies and Thai government officials.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Completion of Secondary school or (M6) equivalent;
- (2) At least two years of military, police or private experience in security and guard related duties;
- (3) Level IV (Fluent) speaking/ reading/ writing in Thai and level III (Good Working Knowledge) speaking/ reading/ writing in English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Must be skilled in guard related procedures;
- (5) Must be familiar with law enforcement procedure and method and basic security equipment use;
- (6) Must process a valid driver's license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: bkkrecruitment@state.gov

Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT AND A VALID DRIVER'S LICENSE.

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CLOSING DATE FOR THE POSITION: February 23, 2012

FSN# 2012/12
Security Coordinator

OPEN TO: All Interested Candidates

POSITION: Security Coordinator, FSN-7; FP-7

OPENING DATE: February 10, 2012

CLOSING DATE: February 23, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-7
- Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Coordinator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Manage the day to day activities of the 120 positions Local Guard Forces located at the facilities nationwide. Directly responsible for managing and coordinating training, special events, and responding to emergencies that entails liaison with Royal Thai Police, U.S. Government agencies and Thai government officials.

QUALIFICATIONS REQUIRED:

***NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.*

- (1) Completion of Secondary school or (M6) equivalent;
- (2) At least three years of military, police or private experience in security and guard related duties of which at least six months should have been in a supervisory capacity;
- (3) Level IV (Fluent) speaking/ reading/ writing in Thai and level III (Good Working Knowledge) speaking/ reading/ writing in English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Must be skilled in guard related procedures;
- (5) Must be familiar with law enforcement procedure and method and basic security equipment use;
- (6) Must process a valid driver's license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: February 23, 2012

FSN# 2012/15
Consular Clerk

OPEN TO: All Interested Candidates

POSITION: Consular Clerk, FSN-6; FP-8

OPENING DATE: February 17, 2012

CLOSING DATE: March 15, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-8
- Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Consular Clerk, located at Wichayanon Road, **Chiang Mai**.

BASIC FUNCTION OF POSITION:

Performs routine American Citizen Services (ACS) and Nonimmigrant Visa (NIV) processing, including handling inquiries and service requests; application intake, review, and screening; data entry, photo capture, and fingerprint collection; and printing and quality control. Handles correspondence related to routine inquiries. Does back up duties as assigned.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent);
- (2) At least one year of work experience in a position with substantial customer service requirement;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must be client-oriented, with good interpersonal skills;
- (5) Must be able to type quickly and accurately to do data entry in computer system and use a variety of office machines (particularly computers and peripherals such as scanners, printers, and digital cameras) and common software programs (particularly MS Office).

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: bkkrecruitment@state.gov

Fax: 02-205-4928

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CLOSING DATE FOR THE POSITION: March 15, 2012

FSN# 2012/16

Warehouse Clerk (T)

OPEN TO: All Interested Candidates

POSITION: Warehouse Clerk, FSN-3; FP-BB (Trainee)

OPENING DATE: February 17, 2012

CLOSING DATE: March 1, 2012

WORK HOURS: Full-time; 44 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-BB
- Ordinarily Resident (OR): FSN-3

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Area Telecommunications Office-Asia (ATO-Asia), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for providing all areas of support to American Area Telecommunications Office (ATO/ASIA) employees located at both Rajdamri and the NOB compounds. The job holder will team up with ATO/RTC LES counterpart when joint activities are required, which equates to supporting another office. In addition, the job holder is responsible for handling multiple tasking in areas of procuring, visa, expediting, chauffeuring, as well as the servicing as a specialist, the job holder serves as an expert in all facets of the ATO-Warehouse duties to include stock pulls, nomenclature and identifying stock items, use of inventory database, warehouse replenishment procurements, inventories, shipping/receiving of stock, use of forklifts/warehouse equipments, support flights, building of crates, and local procurements i.e. locating and using local vendors to procure materials needed for ATO/Asia projects. Work schedule involves extended hours (early or late work), on weekends or on holidays. Be on call 24 hours a day, 7 days a week.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary School (Mathayom 6);

(2) Level II (Limited Knowledge) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered);

- (3) Must possess a valid Thai driver's license for passenger vehicle and be familiar with the Bangkok road system, outlying areas to include consulate in Chiang Mai; selected individual will be required to obtain a forklift and heavy truck license within one year;
- (4) Ability to operate various types of motor vehicles (sedans, trucks, vans, motorcycles, forklifts);
- (5) Ability to operate various hand tools, power equipment, instruments and computer.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

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Fax: 02-205-4928

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CLOSING DATE FOR THE POSITION: March 1, 2012

FSN# 2012/16

Warehouse Clerk

OPEN TO: All Interested Candidates

POSITION: Warehouse Clerk, FSN-4; FP-AA

OPENING DATE: February 17, 2012

CLOSING DATE: March 1, 2012

WORK HOURS: Full-time; 44 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-AA
- Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in its Area Telecommunications Office–Asia (ATO-Asia), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for providing all areas of support to American Area Telecommunications Office (ATO/ASIA) employees located at both Rajdamri and the NOB compounds. The job holder will team up with ATO/RTC LES counterpart when joint activities are required, which equates to supporting another office. In addition, the job holder is responsible for handling multiple tasking in areas of procuring, visa, expediting, chauffeuring, as well as the servicing as a specialist, the job holder serves as an expert in all facets of the ATO-Warehouse duties to include stock pulls, nomenclature and identifying stock items, use of inventory database, warehouse replenishment procurements, inventories, shipping/receiving of stock, use of forklifts/warehouse equipments, support flights, building of crates, and local procurements i.e. locating and using local vendors to procure materials needed for ATO/Asia projects. Work schedule involves extended hours (early or late work), on weekends or on holidays. Be on call 24 hours a day, 7 days a week.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary School (Mathayom 6);

(2) A minimum of one year experience in warehouse clerk, inventory management;

- (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered);
- (4) Must possess a valid Thai driver's license for passenger vehicle and be familiar with the Bangkok road system, outlying areas to include consulate in Chiang Mai; selected individual will be required to obtain a forklift and heavy truck license within one year;
- (5) Ability to operate various types of motor vehicles (sedans, trucks, vans, motorcycles, forklifts);
- (6) Ability to operate various hand tools, power equipment, instruments and computer.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: March 1, 2012

FSN# 2012/13 (T)
Administrative Associate

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Administrative Associate, FSN-5 (Trainee)

OPENING DATE: February 17, 2012

CLOSING DATE: March 8, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in the U.S. Agency for International Development (USAID)/ Office of Financial Management (OFM) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent assists the Administrative Assistant in providing a wide range of administrative and secretarial support such as travel and transportation arrangement, coordinating meetings, assembling documents, typing, copying, scanning, and backstopping the Administrative Assistant and OFM team members as assigned. Back up duties for the Administrative Assistant include serving as the Time & Attendance Coordinator, logging and tracking payment and funding requests, preparing supporting documentation for funding and payment requests, and conducting other administrative duties which will require discretion according to agency guidelines.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Business, Public Administration, Accounting/Financial, Information Technology, Arts or Social Science;
- (2) At least six months experience in the field of administrative/secretarial management;
- (3) Level III (Good working knowledge) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Must demonstrate proficiency in using computer program and typing various correspondence formats;
- (5) Must possess excellent communication and interpersonal skills.

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CLOSING DATE FOR THE POSITION: March 8, 2012

FSN# 2012/13

Administrative Associate

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Administrative Associate, FSN-6

OPENING DATE: February 17, 2012

CLOSING DATE: March 8, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in the U.S. Agency for International Development (USAID)/ Office of Financial Management (OFM) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent assists the Administrative Assistant in providing a wide range of administrative and secretarial support such as travel and transportation arrangement, coordinating meetings, assembling documents, typing, copying, scanning, and backstopping the Administrative Assistant and OFM team members as assigned. Back up duties for the Administrative Assistant include serving as the Time & Attendance Coordinator, logging and tracking payment and funding requests, preparing supporting documentation for funding and payment requests, and conducting other administrative duties which will require discretion according to agency guidelines.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Business, Public Administration, Accounting/Financial, Information Technology, Arts or Social Science;
- (2) At least one year experience in the field of administrative/secretarial management;
- (3) Level III (Good working knowledge) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Must demonstrate proficiency in using computer program and typing various correspondence formats;
- (5) Must possess excellent communication and interpersonal skills.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

Fax: 02-205-4928

E-mail: bkkrecruitment@state.gov

** Please do not attach a photo. If your photo is attached, your application will not be considered. **

CLOSING DATE FOR THE POSITION: March 8, 2012
